

DATE: August 15, 2003

TO: Region Engineers
Region Delivery Engineers
TSC Managers
Resident/Project Engineers
Region Construction Engineers

FROM: Larry E. Tibbits
Chief Operations Officer

John C. Friend
Engineer of Delivery

SUBJECT: Bureau of Highway Instructional Memorandum 2003-10
Review and Approval Process for Special Provisions

Since 1992, special provisions have required review and approval by the Construction and Technology (C&T) Support Area construction staff engineers. In 1998, maintaining traffic special provisions were made exempt from the C&T Support Area approval process, relying instead on review and approval at the region or TSC level (see BOH IM 1998-11). Since that time, three more special provision topics have been identified that do not lend themselves to meaningful review by C&T Support Area construction staff engineers and are, therefore, exempt.

Maintaining Waterways – Extensive local knowledge is required much the same as for maintaining traffic special provisions. These special provisions are subject to review and approval at the region level.

IT Systems – Often, cover installation and operation requirements for complex electronic systems require specific technical knowledge. These special provisions are subject to review and approval by Michigan Intelligent Transportation Systems (MITS) staff or other qualified individuals at the region level.

Alterations to Municipal Water or Sewer Systems – Exempt from review by C&T Support Area staff provided they have been prepared or approved by the design engineer for municipal utilities in the Design Support Area. Several examples of previously approved provisions are available on the web site.

The C & T Support Area staff remains available to review and comment on these provisions if requested. This review may be coordinated through the Engineer of Specifications or directly with appropriate individuals in the Design or Traffic and Safety Support Areas. Project managers are reminded to follow the approved document format shown in Chapter 11 of the Road Design

Manual, including page layout and four-part organization. Regions should include an approval code similar to the C&T approval in order to ensure the checks and balances of a review process.

Detailed information on preparing special provisions is now available on the web site along with many previously approved special provisions. More documents are being added each week. Using these approved provisions will save time and ensure consistency in contract documents statewide. A link to the previously approved special provision page is located on the Design SSSP (formerly Design IRS) web page. Please email all questions regarding preparation and submittal of special provisions for approval to Judy Ruszkowski, Engineer of Specifications, at SpecialProvision@michigan.gov.

Chief Operations Officer

Engineer of Delivery

BOHD:C/T:JAR:kab

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